

## **Annex E - DRESSAGE SHADOW JUDGING – Procedures for Candidate Judges and Clubs**

**Shadow Judging (SJ)** is a process by which a Candidate Judge, for the purposes of upgrading, is assessed by an NOAS accredited Mentor at their next judging level. It is aimed at assessing the candidate's ability, comprehension and skills in an actual judging environment. The Mentor reviews the candidate's marks and comments for each combination judge and discusses various movements especially where there is a discrepancy in marks between the Mentor and the candidate. It is a learning and development exercise. The Mentor must be an NOAS appointment Mentor of at least D level. They must be at least 2 levels higher than the candidate judge (see table below)

Candidate Current Level	Exam Level	Shadow Judge/Mentor Level (Minimum)
H	F	D
F	E	D
E	D	C
D	C	B
C	B	A
B	A	FEI3*

### **Responsibilities**

#### **Candidate Judge**

Check the Dressage Rule book, the NOAS and the Notes for Dressage Judges (and all amendments) for the rules on Shadow Judging

Ask the club prior to the closing date of entries of the event of your wish to do some shadow judging, the level you want to shadow judge and if they are OK with this occurring

Ask the club if they have copying facilities available to copy the supervising judge's test sheets. If they have then it is the candidate's responsibility to provide the copy paper and to do the copying – perhaps during breaks

If no copying facilities it will be necessary for you to provide the Mentor with carbon paper, plain paper and paper clips so that the Mentors tests can be carbon copied

Ask the club to send you a copy of the draw when it is available

Provide your own test sheets for the tests to be judged, a pencil and car to judge from

Add up your own scores and calculate the percentage of each test judged and rank your order of horses

Provide a SJ Evaluation form to the Mentor for completion (also have on hand any previous SJ evaluation forms for review by the Mentor)

Conduct yourself as though you are judging officially and adhere to the Code of Conduct for Officials

Tests are not to be discussed with anyone other than the judges of the competition shadowed

#### **Mentor/Supervising Judge**

Set aside time at the end of the competition/event for discussion with the candidate judge

Discussion may take place after the event if time does not permit at the event for full discussion

Discuss both marks and comments with the candidate judge especially where the mark is 2 or more marks difference

Provide constructive feedback to the candidate judge

Complete a SJ form

### **Organising Committee (OC)**

Send the candidate judge a copy of the draw when it is available

Advise the candidate judge of the person to report to on arrival

Provide the candidate judge with an up to date copy of the draw if different to what has been sent out

Provide time for the Mentor to perform their task e.g. they need time after the competition or at the end of the day to discuss the tests with the candidate judge – this will usually take about 30 mins to 1 hour. It may mean that you need to allocate a longer lunch break for the Mentor or an early finish to the day for the Mentor

Provide a print out of the final results to the Mentor and candidate judge

Provide to the Mentor details of all individual marks for each horse the Mentor has judged if possible

If your scorers add up the candidate judges sheets (not compulsory) then a print out of individual marks per movement for each horse judged by the candidate should also be provided to the Mentor

You are not expected to provide the candidate or their penciller with lunch unless they are also officiating at the event

**NOTE:** Alternatively, SJ can be carried out by having the candidate judge an Official Participation competition in an official capacity, with an NOAS Mentor of the required level.

- **Ways for a candidate to do Shadow Judging** (see Annex D – Dressage Shadow Judging – Procedures to Candidates and Clubs)
- obtain approval from the JE/Mentor judge prior to the competition
- judge an Competitive, Participation or Eventing competition in an unofficial capacity
- all shadow judging for upgrading assessment must be carried out in conjunction with a competition (e.g. shadow judging by video is not permitted)
- the candidate must retain their sheets and calculate their scores
- in conjunction with the supervising competition judge, have a number of the test sheets discussed and compared
- the supervising competition judge needs to make arrangements with the OC/scorers for a suitable number of the actual competition test sheets to be available from the competition the candidate has shadow judged. Such sheets (or preferably copies) must have had the scoring finalised
- time **must** be set aside for useful discussion to occur between the supervising competition judge and candidate doing the shadow judging
- in order to be of educational benefit both judging **and** discussion must occur
- the supervising competition judge is to complete the NOAS Shadow Judging evaluation form which will be provided by the candidate
- the evaluation form is to be completed by the supervising judge and kept by the candidate to be submitted to the Examining Authority prior to sitting the practical examination
- shadow judging can also be undertaken at Eventing Dressage provided the required Judge Educator/Mentor as per 9.11.1 is the supervising judge:
  - 1\* Eventing Dressage Tests can be used for Novice shadow judging
  - 2\* Eventing Dressage Test can be used for Elementary shadow judging
  - 3\* Eventing Dressage can be used for Medium shadow judging

### **Ways for a candidate to do Assessed Sit-Ins**

- Sitting-in (either assessed or not assessed) is a learning process and whilst there is now a compulsory element for an assessed sit-in for upgrading, all judges are encouraged to use sitting-in as a continuing learning exercise.
- obtain approval from the JE/Mentor judge prior to the competition
- a single candidate should sit-in with an appointed JE/Mentor judge for the entire competition where possible
- the candidate is to be asked questions about riding/judging principles in the break or when time allows. Corrections should be given immediately by the JE/Mentor if needed
- after the competition there should be a chance for a short discussion about the outcomes of the Sit-In, emphasising the strong and weak points and giving further recommendations
- if the candidate has indicated that the sit-in is to be assessed the JE/Mentor is to complete the NOAS Sit-In evaluation form which will be kept by the candidate to submit to the Examining Authority prior to sitting the practical examination.
- an assessed sit-in may be substituted for one shadow judging for D, C, B or A only. If upgrading to B or A level then the dropped shadow judging applies to the lower level only e.g. PSG or Inter II

Requirements	Upgrade to <b>F</b>	Upgrade to <b>E</b>	Upgrade to <b>D</b>	Upgrade to <b>C</b>	Upgrade to <b>B</b>	Upgrade to <b>A</b>
<b>General</b>						
Workbook required	F	E	D	C	B	A
Minimum age	18	20	20	20	20	20
Current EA member	✓	✓	✓	✓	✓	✓
Level of seminar to attend	E or F	E or D	D	C	A or B	A or above
Minimum Level of JE Examiner	A	A	A	A	FEI4*	FEI4*
<b>Riding Requirement</b>						
Attained at least 55% on at least 2 occasions judged by accredited NOAS judge/s. Can be higher level.	N/A	N/A	Novice	Elem	Medium	Medium
<b>Shadow Judging</b>						
Level of competition to be judged	Novice	Elem	Med	Adv	PSG & INT I	INT II & GP
Min number of entire competitions to be judged	3	3	4*	4*	3 each	3 each
Min number of horses in each competition	10	10	6	6	6	3
Min number of horses to be judged overall (more is better)	30	30	30	30	36	18
Supervising JE/Mentor to be at least	D	D	C	B	A	FEI
Shadow judging evaluation form to be completed each time	✓	✓	✓	✓	✓	✓
<b>Sit-Ins</b>						
Must occur on at least two separate competitions with a different JE/Mentor (could be completed at the one event)	2	2	2	2	2	2
Sit-In evaluation form to be completed each time if it an assessed sit-in						
<b>Writer</b>						
Take opportunities to act as a writer or time/course watcher at a higher level	✓	✓	✓	✓	✓	✓

\* One shadow judging may be replaced by an additional sit-in (Advanced & above only). However, if upgrading to B or A level then the substituted sit-in must apply to the lower level e.g. PSG or Inter 1